9-1-1937

Special Libraries, September 1937

Special Libraries Association

Official Organ of the Special Libraries Association

Special Libraries

"Putting Knowledge to Work"

Indexed in Industrial Arts Index and Public Affairs Information Service

SEPTEMBER 1937

VOLUME 28 *NUMBER 7*

1 5

SPECIAL LIBRARIES

MARIAN C. MANLEY, *Editor*

Vol. 28, No. 7 September, 1937

The Newspaper Librarian

By James G. Craig, Editorial Writer

New York Sun, New York

THE librarian is the unsung genius of the newspaper profession. His power is great; his modesty is stupendous. In his single person he exercises more functions than Pooh-bah in the comic opera. He is the Chancellor of the Editorial Realm. He is Lord Chief Justice of the Supreme Court of Fact. He is Keeper of the Public Conscience. He is Lord High Executioner of Fallacy and Error. He is First Lord of the Treasury of Information. He is Archbishop of the Inner Sanctum, whose spiritual duty it is to admonish the wise, confirm the good, correct the erring and chastise the stupid. He is Prime Architect of the Reportorial Career. He makes more good journalists than Warwick made kings. If you will show me, anywhere in this land, a really good writer of news and editorial comment, I'll undertake to show you a person who has had competent newspaper librarians for counselors and friends.

A newspaper library is a pantheon, a hall of fame, a Bertillon room and a rogue's gallery rolled into one. As a rule it is divided into two parts. One is the library proper; the other is what the jargon of the trade calls the morgue. In the library proper are works of reference chosen for practical usefulness. These may be many or few, but, many or few, they are commonly the best of their respective kinds. The most valuable work of reference among them all, however, is the mind of the librarian himself. It is a mind which needs no artificial device to enable it to know what the books contain. There may be card catalogs and the like for the guidance of lesser folk, but the librarian's mind moves among the shelves as near to omniscience as it is possible for human faculties to attain. If you wish to know, for example, what the skeptic philosophers of ancient Greece and Rome thought about relativity, the librarian will probably tell you what book of Sextus Empiricus contains the information you seek. If you wish to verify any reference, from a quotation out of Horace to last year's statistics on the output of mutton chops in New Zealand, the librarian is the man for your money.

To laymen's ears the word "morgue" may appear a bit gruesome, but on newspaper ears it falls with a light and pleasant sound. The morgue is a place where yesterday's dead news and the moribund items in today's paper alike await a blissful resurrection. It is a place where millions upon millions of newspaper clippings, thousands upon thousands of pictures, cuts and photographs, are preserved for the day when they will be potentially useful. These are filed under innumerable classifications designed to bring them up automatically as they may be required.

The morgue is also a place where John

Q. Citizen puts himself on the spot. If John Q. shall say or do something which draws an item in an obscure corner on page 62 of next Friday's newspaper, that item, as observed by the eagle eye of the librarian, will doubtless turn up ten years from now, when John announces his candidacy for Congress. If Senator Whoozis said anything yesterday in Washington that contradicted something else he said in the heat of the 1932 presidential campaign, the librarian's relentless system will place these inconsistencies side by side, where he who wishes may read. Statesmen may turn their coats when and as they will, but the librarian will see to it that their constituents shall not be kept in ignorance of the turning thereof.

Indeed, it may fairly be said that the deadliest foe of obscurantism, the most implacable enemy of hypocrisy, sham, humbug and misrepresentation, the sturdiest exposer of demagogism, of unconscionable behavior in private life and of misdemeanor in High office, is the newspaper librarian. His job is not to make the record, but merely keep it. He is not concerned with motives, but only with facts. His most aggressive emotion is hatred for the feigned and the false. In general, however, he looks over his papers, pamphlets and magazines with the cold eye of pure science. His scissors are a scalpel with which he separates bone and sinew that each particle may go into its appointed receptacle. Praise and blame, truth and error, joy and anguish, triumph and disgrace, fall equally before his reaping hook, to be gathered into their appropriate shelves.'

The one thing indispensable for success in newspaperdom is something commonly referred to as "a nose for news". As the boys in the press gallery say, you either have it or you don't. If you do not, all the training, all the intelligence, all the acumen in the world will not make a first rate reporter of you. If you do, other requirements of your calling will surely be added unto you. A nose for news is an instinct supplied by nature, not an accomplishment you can buy with labor or with money. If latent, it can be developed, but if non-existent, it cannot be replaced by something just as good. The seaways of journalism are strewn with the wrecked careers of ambitious men and women who had everything needful but this.

A competent newspaper librarian must have a perfect nose for news. He must be able instantly to recognize not only what is news today but what is likely to be news next week, next month, next year, ten years from now. When some future Archduke shall be assassinated at some future Sarajevo, the librarian of that day will have assembled certain packets of clippings that will throw light upon that crime and upon its probable consequences. The first intimation may come in a telegram of ten or fifteen words. When that happens a reporter will be sent running to the morgue with a cry for help. In two minutes or less he will be running back again with his first handful of data.

In five minutes the rewrite staff will be under full sail. Two, five, maybe ten, men will be hammering away at their typewriters. Telegraph and telephone wires will be humming with additional news from the front. As the day wears on, the main story will flow into rivers of type. There will be tributary stories, pictures, sidelights, descriptions, background stuff. By nightfall a reader may unfold page after page dealing with an event which nobody that morning at breakfast time could have foretold as immediately likely to happen. And when the last edition has gone to bed the newspaper librarian will not have been without his meed of praise from his colleagues of the press.

The library morgue is the loaded shotgun behind the door; it is a newspaper's ace in the hole; it's insurance against the unpredictable; it's surplus accumulated against the coming of a rainy day; it's chemical apparatus in case of fire. To the staff at General Headquarters it means dependable reserves. To reporters out on the firing line it is an ammunition train, bringing up inexhaustible supplies. But in the last analysis its value and its potential usefulness must be largely determined by the competence of the men who keep it going.

And what capable men they are! And how modest! Theirs is the unruffled calm of sound craftsmanship. They understand their work, they take pride in it, they do it for its own sake. A clock-watcher has no place in their respected brotherhood. They care nothing about hours. They are patient with the ineffable patience of a maker of mosaics who knows that no particle, however small, must be overlooked or neglected. Indeed, they do themselves make mosaics of incredible beauty and magnitude. With snippets of the printed word they are constantly putting together the whole enormous panorama of current history. No ancient philosopher could say of himself with greater truthfulness than it may be said of these — that there is nothing pertaining to humankind which is alien from their interest.

As one who, for more years than he likes to count, has wandered from desk to desk over the eastern half of this continent, your speaker has found pleasure and profit in making acquaintance with the librarians of eight or nine newspapers. He counts it an inestimable privilege to testify this publicly that, without exception, they have been men of high skill and infinite probity. In a calling wherein only good men and true can last long with credit to themselves and satisfaction to their employers, their daily batting average is high. Some have been men of deep and wide learning; all have been men whose stores of general information were extensive almost beyond belief.

Apparently some mysterious element enters into their composition which makes for sanity and steadiness and sweetness in their relations to the busy and sometimes harassed fellow workers with whom they are in constant association. It may be that any man who, with Bacon, takes all knowledge for his province, must inevitably attain to a serenity which ignores the vanity of pettier people. However that may be, the fact still remains that equanimity, unflagging courtesy and indomitable devotion to the task in hand are signs by which all may identify the newspaper librarian for the scholar and gentleman he always is.

Whatever may be the business which calls these librarians into convention their editorial associates with one voice unite in the wish that it and they may prosper. May the wisdom with which they enlighten the councils of others shed its beneficient rays upon their own deliberations.

Of ordinary mortals it might be feared that if they left such a conclave with more of erudition than the librarians had on entering it, life with them thereafter would be most painful. But not so with the newspaper librarians. They seek that they may impart; they collect that they may bestow. The useful new things they may learn will never be locked away behind bolts and bars, to be gloated over in miserly secret. Therefore, let all who respect honest work and honest workmanship greet these amiable craftsmen with a cheer.

The Administration of a Special Library

By Marie S. Goff, Librarian

E. I. du Pont de Nemours and Company, Technical Library, Wilmington, Delaware

IN THE administration of the special library, there may be a question in some minds as to which of two considerations is of more importance — the personnel of the library organization or the actual management procedure itself. Since the type and the success of the administration are dependent on the staff, and because I have known librarians who have given excellent service to their organizations with comparatively small collections of published material, I shall speak first of the library personnel.

Needless to say, the selection of the librarian should rest with a person or persons capable of appraising the requisite qualifications for the position. Because of the special librarian's close personal contact with the members of her organization, this selection should entail careful consideration of the appearance and personality of the applicants.

Professional qualifications are of equal importance. Knowledge of the organization's interests and activities has to be acquired. Specialized instruction in the field of the particular library's subject is desirable but not essential. Library training should certainly be required. This implies broad scholastic preparation and knowledge of foreign languages (so essential in some types of special libraries, particularly scientific and technical) and develops a conception of the library as a complete unit, with each branch of the work contingent upon and supplemental to every other branch. Moreover, it gives the librarian prestige and recognized standing.

In the choice of her assistants, the librarian should have free rein — her choice and recommendations being subject, of course, to the approval of her directing board or officer. She should recognize the sharp distinction between professional and clerical duties and should choose her staff on the basis of their qualifications for the particular job. If there is a Personnel Division within her organization she should, of course, work with this Division — being very sure, however, that they recognize the requirements of the positions to be filled and reserving for herself the prerogative of the final choice.

It is the librarian's responsibility to see that the members of her staff are well informed as to their organization's personnel, interests and activities; that they are instructed in the use of the material at hand; and that they maintain a keen interest in their work, and a spirit of willing cooperation, not only with herself, but with all other individuals within the organization. Each assistant must assume full responsibility for her particular work and must exercise this responsibility with efficiency and speed.

In the case of a "one-man library," the librarian is justified in making any short-cuts necessary in her routine; keeping always in mind, however, that sometime someone may succeed her in her position and that her library must be in such order that the new librarian can take up the activities with the least possible confusion and *no* curtailment of service.

With the question of her staff settled, it now becomes the librarian's duty to assemble her material, to see that it is made readily accessible and to disseminate her information. As preparation for these activities, she must have fixed in her own mind a definite conception of the

functions and limitations of her collection; a conception developed by a recognition of the needs of her organization, a knowledge of material already available with the organization, and by familiarity with the resources of other libraries and informational agencies in her immediate vicinity. She must take plenty of time to talk with heads of other departments to find out what their interests are, and what kind of information they will expect to receive from her. She must seek out all sources of intra-organization information, and become acquainted with members of the organization who are specialists in particular fields. If she is in a city where other special libraries are established or where there is a good public library, her choice of purchases can be guided, in the matter of supplementary material, by an intimate knowledge of the resources of these other libraries. This is especially true in the case of expensive periodical indices and annual trade directories.

In her selection of material, the librarian will, of course, depend upon various check lists, reviews in trade periodicals in her respective field, book lists, publishers' announcements and most decidedly on the opinion of the specialists in her organization. She should encourage her patrons to call to her attention publications of interest to them. This shows interest in the library and the publications may have escaped the librarian's notice, or she may have been waiting for someone's expressed interest in them before buying. In a large organization, there may be a need of small departmental collections of books. These purchases should be made through the library; the publications properly cataloged as library possessions and records kept of their deposition in the respective departments. Such a practice as this will give the library the benefit of specialized collections not in the immediate field of its own interests, — collections paid for by other departments, *not* the library — and will prevent duplication of purchases within the company and within a department.

In discussing the acquisition of the collection, the question of free material comes to mind. While it is true that public libraries have the advantage over special libraries in this matter, there are many ways in which the special librarian can augment her resources by donations of valuable publications.

It is assumed that she will be given copies of all books, papers, etc., written by members of her own organization. Review copies of publications may be turned over to her. If her organization issues a good house-organ or magazine, an exchange favor may be arranged with publishers of other journals. Associations to which her organization contributes and societies of which her men may be members will usually supply copies of their publications, if not always free of charge, then at reduced prices. Some patrons will, personally, carry memberships in societies outside the field of interest of their work, and these individuals may be only too glad to turn the publications over to the library. Certain men may be on the mailing list of various associations, societies and research institutions through their positions on committees or as officers of the respective bodies. Their publications usually are not of more than passing interest to the man himself and he can be persuaded to donate them to the library. He may even use his influence to have the library placed on a mailing list if the publications are of such importance that they should be received immediately upon publication. If the library is part of an industrial concern, its Advertising Department will receive all kinds of periodicals and trade directories in which the company advertises. They often cover subjects not represented in the library's collection, due to its limited scope. The interchange

of "duplicates" and "discards" lists with other libraries will result in the exchange of material. Our own Association's Duplicate Exchange Committee and the Chemistry section of the Science-Technology Group have for several years carried on such a project and it has resulted in benefits to all the participating libraries.

To keep her collection up-to-date and to be one step ahead of all future requirements, the librarian *must* continue her personal contacts with her patrons — new and old. This activity will take much of her time, but she should not be so hampered with routine and detailed duties that she cannot undertake this.

If it is required that the library be operated on a budget, the librarian must see to it that this budget is flexible, and she must reserve for herself the right of decision on the disposition of her appropriations. If she needs money for an unexpected purchase of a long-desired set of periodicals, and if there is money lying idle in some other account, there should be no reason why this money cannot be applied to her immediate need. There should also be made some arrangement whereby she can apply to her director, or directing board, for an extra appropriation to cover some unexpectedly-published set of reference books or even an attractive offer of some journals needed to complete her files. This extra-budgetary requirement, however, should be understood by her director to be a well-defined privilege and not the frantic request of a librarian who could not intelligently estimate her requirements of money for a given period. This matter of a budget is a controversial one and I leave it to you as such. It is a question that each librarian will have to settle with her own director. In any event, at regular intervals, the librarian should receive from her Accounting Department reports of all expenditures of her department.

The organization of the collection will vary with the type of material and the needs of the patrons. Suffice it to say that the classification scheme must be expansive, flexible, consistent and possessed of mnemonic features; that the subject headings must be adequate and representative of the interests of the organization, and that the material must be so housed and so arranged as to admit of quick and ready accessibility, even at the expense of the sacrifice of many cherished library theories.

In instituting a management policy for her library, the special librarian should realize that the library owes its very existence to a recognized need of available, organized information, and that the continued maintenance of the library will depend on the kind and quality of the service it renders to the organization. The librarian must approach her research and reference work with an understanding and intelligent grasp of the particular problem. She must learn exactly what type of information is needed and for what purpose the information is to be used. With these facts established in her own mind and with a full appreciation of the resources available, the librarian is ready to go to work.

If her question entail extensive research, she will find it very helpful to discuss the matter thoroughly with her patron. By so doing, she may acquire valuable information that will aid her in her search, and the patron may receive helpful suggestions from her.

If the request is of such a nature that it cannot be answered with the material at hand, then the librarian may resort to intra-organization channels or to known sources outside her own organization. I cannot stress too strongly the necessity of the librarian's taking advantage of both the knowledge and experience of the men in her own organization and the confidential studies and reports that may be

available for her use. It is particularly true of special library service that the information needed is sometimes not even in print and the specialists in one's own organization may prove to be a source of otherwise unobtainable information.

Hand in hand with her knowledge of the resources of her own organization, goes her familiarity with other informational services in her city. These services may include not only other libraries but also her local customs officer, the Chamber of Commerce, district offices of various government bureaus, book shops, historic societies, and even private collections of well-known citizens. The librarian should investigate these potential sources of information, use their publications, and by all means make the acquaintance of the person in charge. Someone who knows you will go to considerably more trouble to help you than will someone who never heard your name.

In exchange for the help received from these outside sources, the librarian may answer questions for them and permit their staffs and patrons to use her material, within such limitations as are necessary to place on the library's services to such agencies.

A local union list of current and bound periodicals, annuals, societies' publications and services is almost indispensable. If the library is one unit of a large industrial concern, with libraries, plants and offices in other cities, a union list of the company's serials and an author entry in the card catalog for all books, pamphlets, etc., in these various collections will prove to be both a money- and time-saver.

An "information file" will certainly be a joy everlasting. Incorporate this information in the card catalog and have it include records of *unusual* information that may have been obtained from the sources mentioned above; material, and references to material, found in looking through the current periodicals; notations of information that *cannot* be found; and any other odds and ends that may save time and effort in supplying this same information to some other person, at some other time.

With adequate resources, easily accessible, it rests only with the librarian to see that the executives and other workers of her organization use, and continue to use, these resources. She must make and keep them "library-minded." She must publicize her usefulness. New employes must be called upon and told about the library; old customers must be visited again and again. If her organization is so large that the librarian finds it impossible to see all new people, except for Division and Department heads, then a library guide-book can be a means of acquainting prospective clients with the library. Such a guide-book should be nothing more than a folder — small (to be inserted, perhaps, in a pay envelope), concise and clearly printed. It should tell what the library is and where it is, what it contains, what service it can render and to whom and at what hours it is accessible. It should *not* be full of rules and regulations. After all, the organization is spending considerable money to have essential material available for its men and it is the primary concern of the librarian to see that her services are dispensed in as fair and effective a manner as possible. Rules and regulations are, then, actually superfluous. If they *are* promulgated, it is only a matter of time before all of them will have had to be disregarded.

An accession bulletin, with short abstracts, and issued at as frequent intervals as time will permit, will keep one's patrons apprised of the contents of the collection.

Publicity notes about the library and members of its staff should be inserted in the organization's house-organ.

If funds and personnel permit, an ab-

stract bulletin of current journal articles can be issued regularly; or, if preferred, current periodicals can be circulated. The question of an abstract bulletin and that of the circulation of current periodicals will rest with the librarian. The "pros" and "cons" of these two practices will always institute a lively discussion among librarians, any one of whom can, with all fairness, justify her particular routine by the statement, "it works."

Periodic reports, with full statistics, should be submitted by the librarian to her director or directing board. It is difficult to show, in dollars and cents, the actual value of the library to the organization; but, figures on circulation, accessions, cataloging, number of people coming to the library, number of telephone calls, plant requests, etc., tell their own story of the library's usefulness.

The special library in any organization should have a status equal to that of all other major departments of the organization. It should be the place to which to go for information and suggestion, when instituting research or development work. By the very completeness of its service, it should be assured of the constant and continued patronage of its clientele. When such a situation exists, the librarian is truly a successful administrator.

The Philosophy of the Maker of a Special Classification

By Julia Pettee, Head Cataloguer

Union Theological Seminary, New York

SPECIAL libraries are so special I am not sure what value an experience in making a classification for a large theological library may have but in the course of my work I have absorbed some general principles which I have come to believe underlie a good classification scheme for any collection.

The first thing I did we all have to do, get a thoroughly comprehensive knowledge of our subject. So I boned down to the study of theology. The necessity of knowing your literature is axiomatic.

My next concern was the question of method, a classification scheme. In my search I visited every theological library within reach and collected all the special schemes in use. I found only a few and none were adequate. Of the general schemes the L.C. had not then come out and Cutter was unfinished. We experimented with Dewey. Dewey was impossible. My large collection would need be compressed within the class 200, only 99 digits. Besides it did not follow the well established divisions of theology. There was nothing to do but to make a scheme of our own.

The making of an original classification scheme is a formidable task. I advise you not to do it if you can possibly avoid it. You will run up against all the problems that Dewey and Cutter did. Cutter first developed the idea of dovetails. The topics in a good classification should dovetail nicely. One should glide gracefully from symphonies to dance music, then to dancing and on and on. The topics are like beads on a string. The only trouble with this theory is you have a great many strings and strings get tangled. Duff-Brown develops the theory of dovetails into a scheme.

Dewey and Cutter, however, when they got right down to work adopted as the basis of their schemes the current classification of knowledge limiting the theory of dovetails to subtopics. It is the

beautiful theory of dovetails that accounts for much of the cross classification in Dewey.

It seems to be the fashion nowadays to shy away from the idea of a classification of knowledge and to stoutly maintain that a book classification is quite a different matter, that the way books are used must be the basis of a book classification. To be sure! "Use" *is* the criterion. But what do you think a classification of knowledge really is? A set of vague speculative ideas up in the air that philosophers wrangle about? Why surely when you get down to tacks, it's not that at all. It's just the way people sort their everyday working ideas for use. There are as many classifications of knowledge as there are thinking individuals. But back of all these individual slants is our common basic set of ideas. Certain concepts have been common to civilized people for long centuries. Aristotle's main division of the sciences, logic, metaphysics, mathematics, ethics, politics, economics and the arts, ancient and well established in his day, still hold as basic divisions.

Now the sum total of our organized knowledge, that is the theories, relationships and facts that have been discussed, tested out and by common consent accepted as established, increases all the time and these concepts get fitted into pretty fixed places in the total body of organized knowledge. A logarithm is and always will be a part of mathematics whether used by a surveyor or an astronomer. Biology and a host of other ologies are getting securely fitted into this body in our day. Fortunately for cataloguers this body of relatively fixed knowledge, since it is the subject matter of the greater part of our older book collections, forms the stable framework upon which all book classifications are based.

It is perfectly true that every new generation of philosophers makes their own new analysis and shifts and rearranges these older fixed divisons. The most recent philosophical scheme of importance that I know of was suggested by the International Congress of Arts and Sciences in 1904, sorting knowledge into 24 sections, in which of course the older divisions were conserved. Recent philosophers, John Dewey for instance, are attacking the whole theory of knowledge itself and prophesying that the future orientation of all our thinking will be on entirely new lines. Well, that may be, but it is so remote that for classifiers to worry about it, would be like worrying about what kind of a man our second husband will be.

But there is something we do have to worry about. That is the vast fringe of knowledge perpetually in the process of getting organized. This highly interesting field of speculation and experimentation, largely the subject matter of our current books, forms the perpetual problem of classifiers.

Technology, Psychology and Sociology are in the flux of current speculation. What we classifiers do and have to do in regard to this current discussion is to make a tentative place for a new subject within the field where it originates.

Radio activity is at present placed with electricity and magnetism. It may become quite an independent topic. Psychology, at first concerned with the metaphysical relation of mind and body, is still included in the field of its origin, Philosophy. It has outgrown Philosophy and should be detached and put with the experimental sciences. Sociology is a new science which has gathered topics from many different sections where they were placed according to their origin. The origin of one group may surprise you. It involved me in a scrap with a charity organization official when I maintained that city charities grew from city mission work. The earliest charity organization

in Boston was a Unitarian ministry to the poor. Here in New York City a Mrs. Bethune at the beginning of the 19th century organized the first Sunday school and the first orphan asylum in the country. These books, as well as all the reports of the various current charity organizations, I actually found when I came to Union in the stack under the Alcove caption "City missions." They were quite correctly classed according to their origin. What to do with Women our elders did not know. I found this dovetail order at Union under the section labelled *Minor Ethics:* Temperance, drunkenness, gambling, duelling, women, marriage and divorce, war, peace. Many topics in Sociology still puzzle us. A place for children and negroes was much debated twenty years ago. Social psychology, I think, is wrongly classed as Sociology. It is perfectly good psychology, but Social ethics is Sociology.

Special libraries, even more than general libraries, deal largely with this fringe of unorganized knowledge. The classifier must be a prophet. In assigning a place for each new topic we consider its origin and make a bold guess as to how the topic is likely to develop. At least if we keep well abreast the latest developments in our field, the guess is likely to have less chance of error. Many sections of every book classification can have no more than a limited period of usefulness, because the classification of knowledge is a living, growing thing. The book schemes are the garment. They need constant letting down and making over to fit, and the time eventually comes when a new garment must be made according to a larger sized pattern. For this reason our catalogues will probably be more permanent than our classification schemes.

Now a general classification is one thing. This attempts an even distribution of the whole field of knowledge. It is an airplane view of the whole. But a special classification views this field from one particular angle down on the ground, or, more accurately, it actually sorts the material along its own interests. I must survey the general field of knowledge from my theological point of view and sort it in its relation to theology, and must make my theological scheme fit the slant of the theologian.

I tried to do just this. I took a current classification of knowledge, the 1904 scheme mentioned, then drew up an outline of the basic divisions of theology. Theology is an old and well established science and its accepted basic divisions are familiar — Biblical, historical, dogmatic and practical. The basic divisions of the 1904 classification of knowledge fell into several groups and into them I fitted my theological classes. The Bible, the literary document of theology and the writings of the theologians fell into the literature group. In the historical group I put all the religious as well as secular history. In the philosophical group, all the dogmatic speculation of the Christian and other religions, and in the practical group went all my sociology, education and all practical church works including worship and the culture of the Christian life. This is just a bare outline. It is a complete scheme developed from the point of view of theology bringing books used together in a convenient juxtaposition, Christian ethics is a topic under ethics — Religious education and general educational theory are side by side. It is based upon a classification of knowledge which the average theologian carries in his head.

The theological sections are quite original, but in the sections outside theology for the most part I simply abstracted from the L.C. classification and incorporated these abstracts in my scheme. If you make an entirely new original scheme, which I wouldn't advise,

don't do any more work than you can help. Borrow all you can.

But I don't see how a special librarian is going to escape doing a good deal of classification making in spots, and for that reason I want to make clear a very simple method of work that has helped me enormously in getting a consistent logical order.

I cannot make it too emphatic that in our analysis of our subject matter, we must draw clean, straight, rigid lines — *logic*, not *dovetails*, makes a good classification. We must know our material, decide how we want to divide it, then cut right through according to our plan — like cutting a pie with a knife, or cutting a garment to a pattern. I'm going to try to illustrate this method by an example which I have used before.

Suppose you have a lot of missionary books to sort. Here they are all jumbled up. Father Damien's leper work in Hawaii, some leper hospitals in India, some general books on missionary history, missionary schools in China, some missionary colleges in Africa and other countries, lots of books on missions in special countries, China, Japan, etc. The Grenfell hospitals up in Labrador and a variety of missionary periodicals both general and special. Now how shall we go to work?

Well, here is a piecemeal way. The first book we take up is one on Father Damien. Why, yes, we say, lepers are interesting; we must have a class lepers. Then we pick up a book on a mission school in Kenya. Where is Kenya? Nobody seems to know. This better go with schools. Sometime later along comes a report on St. John's College in Shanghai, and forgetting about Kenya we say, Oh, yes, this is an Episcopal mission school in China — of course it ought to go in China. You see what a jumble this piecemeal method gets you into. Let me beg of you to consider classification a wholesale job. Make your plan first, then sort your books into your plan. Consider your group as a whole — analyze it, decide upon your fundamental lines of division and stick to them.

Now in looking this missionary group over you find you have four different types of literature: (1) Very general works on missions; (2) Books on special types such as Educational work, medical work; (3) Works on missions in particular countries and, (4) A special form, periodicals.

Now the question is what do we want to keep together. Do we want to keep all our periodicals together or scatter them by topic? Do we want to build up our class Medical missions and put everything on medical missions in that class, or shall we keep everything together under the country numbers? These initial decisions are very important and will need all your knowledge of your subject matter and all your special experience in the way your books are used and a knowledge of the books themselves. The decisions should follow the slant of your specialty upon the field of knowledge.

Now when you have decided what groups you want to keep together, another problem arises. How shall we arrange the groups? — just in any hit-or-miss order? By no means. There is a fundamental law of classification that is the greatest help here. I use it over and over again. It is the simple rule of logic — arrange your groups in the order of progression from the more general to the more specific.

You will see that you have an inverted pyramid. The broad general classes are at the top. With each division the topics grow more and more specific until at the bottom you have your maximum of detail and subdivision. The order itself becomes a sorting board.

This all seems so very simple perhaps you will think there is nothing in it, but I cannot tell you how this adherence to strict logic has cleared up many puzzling situations where material has seemed to equally belong in several places. I have kept this illustration purposely simple, but it is where the material is very complex that I have found it most useful in giving me clean and clear-cut lines of divisions. Sometimes, however, where some practical convenience seems to clash with straight logic I do transfer a whole group to a section where it does not logically belong. After working out the scheme I might conclude that I wanted to keep my periodicals all together near the door. All right — just transpose the order and mark the class A, or I might want to make an exception of Grenfell's work and keep him with Labrador. In this case I would note the exception under Medical missions in the scheme and the scheme itself would remain intact. A scheme with a good backbone will stand a good deal of twisting. Making an exception and knowing that you are making it may be good judgment.

This is my theory of classification. A ruthless one if you like. In my long experience I have come more and more to regard the making of a classification scheme an exact science. The scheme will be most practically useful and most easily applied if it conforms to clean cut logical divisions.

Some years ago I had a delightful discussion with Mr. Bowker who maintained that classification is a sphinx, unsolvable. Instead of keeping down to the earth as plane geometry as I seemed to conceive it, it is a three-dimensional affair of relationships extending in all directions, and we might as well give it all up. Now, when you get into three dimensions you are getting into subject headings — another matter. I still think classification schedules should be kept to plane geometry.

We must make a ground survey, cut through relationships and put up fences. Some topics, like poison ivy, will run all over the fences and climb a tree in the next lot. But the fence is there and at least you know your boundary lines. The fence gives you a definite logical place for a topic even if the topic itself does run wild. To continue the figure of fences. The upkeep is continuous. They tumble down if you don't watch out. We sometimes need to shift them or make new ones we hadn't thought of. The other day I found I had classed the old sixth century History of the Franks by St. Gregorius in five different places. I'm fencing in my Church Fathers now. All pre-reformation literature goes under the author numbers, so I herded these five together under the author number for Gregorius. Sometimes I do permit a book to go visiting in another field if the invitation is urgent enough. But to find them straying into five different fields without my knowing it, is *awful.* Give me a scheme where each topic has its place within a fence. And it's up to a good classifier to keep his flock where they belong.

Now one cannot sit down and work out a scheme from his head that will fit the books. Neither can one sort books usefully without making a systematic scheme. You have to work from both ends.

I make out a theoretical outline and then adjust it to the books sometimes actually arranging and rearranging my books according to several patterns before deciding which to adopt. My theoretical scheme is always more detailed than the scheme I put in. I find that most people prefer a rather broad shelf classification. The eye takes in readily on the shelves a hundred books or more on one topic and as readers going to the

shelves very frequently have a specific author in mind, a straight author arrangement rather than fine subdivisions is more convenient. I do not try to sort Psychology by special school, gestalt or behaviorist, or socialism by brand. Date divisions are more useful. Especially is this true if you have collections of older literature. In very many classes I prefer date to topical divisions.

I am increasingly resorting to collecting material by author groups. In literature and philosophy authors become topics in themselves. In theology I am keeping most of the material down through the 18th century together under author numbers. A friend who was reorganizing a medical library told me that the doctors followed the works of particular men and that she made large use of author groups. I imagine if you use your classification scheme for filing purposes or for a classed catalogue you have a double problem, for you certainly need a closer classification for files and cards than for shelves. On the shelves the eye quickly takes in many books, but the items on cards or in files are not so quickly noted and here the eye follows the guides.

How far are tables useful? I started out with quite an elaborate outfit of tables, but one by one I have eliminated them and have worked them into the classification scheme itself. It adds to the bulk of the scheme, but it is so much handier to have, for instance, the place for Banks in China and all down in black and white where you want it than to have to remember that Scheme VI is applied to Banks to which one must refer. I was much amused at a fellow librarian who is using the Union scheme. He told me that he had no trouble at all in applying the main body of the scheme but *would* I tell him what was to be classed in that first section called tables. The few tables that I have remaining are going to be put in the appendix in my next edition.

All that I am going to say about notation is that you should give no thought to it at all in working out your classification schedules. It is simply a device for securing the order on the shelves that your scheme calls for. Like a shoe it should be made to fit the foot, not the foot crammed into a pretty but too tight shoe. The Dewey scheme wears a lovely shoe, but it pinches so much the scheme itself fairly hobbles. There is a great deal to a good notation, but this is a separate matter.

Now as Mr. Bowker says Classification is not a simple matter. I have omitted all sort of things one ought to explain and I have confined my article to the problems of making a scheme which perhaps few will have to do. But I have tried to emphasize two points — first that a good classification scheme follows the lines in which your special readers actually sort their ideas for use and second that the arrangement must be systematic and logical with clear cut lines of division and that you must stick to this order.

In Memoriam

Anna Marie Hardy

Anna Marie Hardy, a member of the staff of the Business Information Bureau of the Cleveland Public Library, and president of the Cleveland Chapter, 1932–1933, died on July 31, 1937, as a result of a paralytic stroke.

Miss Hardy graduated from University of Nebraska and New York Public Library School. She had been general reference librarian at Spokane, Washington, and had been in the Cleveland system twelve years.

S. L. A. and the Future

By Mary Louise Alexander, Manager

Library-Research Department, Batten, Barton, Durstine & Osborn, Inc.

WE CAN all be justly proud of S. L. A. The progress from year to year is steady and encouraging. We have a healthy number of new members; our finances are in a much rosier state; the machinery of our organization is properly set up and functioning well. I often think that S. L. A. is outstanding among associations in our chapter organization. Many larger and more important groups than ours have not solved as well as we the question of local groups and their relation to the national. To be sure the effectiveness of our chapters varies considerably, but the machinery is right and results can be achieved if enough people are interested and will work. I have naturally been more familiar with the activities of the New York Chapter than of any other, and I am extremely proud of the fine year which this chapter has had under the direction of Mary MacLean.

As for the Groups within our Association, the effectiveness of these varies tremendously, too. I feel that we have not solved our group problems as successfully as we should. Quite naturally, the Board has not wanted to dictate to groups, yet some way should be found to better coordinate their activities. Unfortunately, many groups are active only at the time of our annual convention. It has always been true that too few people within a group are willing to work on useful projects. Another difficulty is that the new officers elected each year usually start work without having the benefit of adequate records of previous years. No real progress can result unless we build on the experience of the past.

We look to Groups for the preparation of professional tools. There have not been many of these in recent years and our publishing program has suffered greatly. We look to groups for help on membership, for the promotion of new libraries in their fields, for advice on employment and help in placing people. The groups are a proving ground for the officers of the Association.

Next are the Committees, and these really do the work of the Association. I have carefully read the reports printed in the program, and it was with mixed emotions that I made notes on the work of the various committees. Some have done an excellent job, some not so good. I got to thinking how difficult it is to direct and control the work of volunteers upon whom our Association has always depended. How can we ensure a higher quality for the work turned out by this Association? To begin with, it is a hardship for all of us to give the time needed for S. L. A. projects and it is inhuman when people have worked long and hard to tell them that the results are bad. There is at present no way to clear the plans of various committees and receive the advice of persons best qualified to judge. The Executive Board is so scattered and it meets so seldom that it cannot pass on the details of each project. Yet it seems to me that we must find a way to coördinate the Association work and have all projects approved in advance. Only in this way can we eliminate duplication, maintain standards and do the things most needed for the profession.

As I read the printed reports, I thought how very like last year's they are, and those of the many years before. We elect new officers, tinker with the constitution, add a few classification schemes to our file, distribute several thousand books through the

Duplicate Exchange Committee. We are going through the same old motions when, it seems to me, the time may be ripe for a new phase of activity. We may be ready for a new period in our history. In the thirty years of our existence we have built a fine association and made great progress. Now let us ask ourselves what we have done for the profession. We have published a good magazine, to be sure. We have published some fine basic tools but, with the exception of the very splendid Technical Book Review Index, our record in recent years has been rather sad. I am always sorry when in listing S. L. A.'s accomplishments we are forced to fall back on the ancient contribution we may have made to Industrial Arts Index and to Public Affairs Information Service. I wish that we had more recent, substantial examples of projects more truly our own.

Certainly there are many things to be done for the profession. Of the many all of us can think of, I have chosen the three which seem to me of greatest importance. The first concerns *standards of procedure.* S. L. A. must evolve some standards for our profession and then proceed to raise those standards. Lawyers, accountants and other professional groups have standards of practice and basic principles which are a matter of record. We claim to be a profession, yet even now we cannot answer such a basic question as "how to build a data file." If we are asked for classifications for new libraries, we can lend various classification schemes, but we cannot, or do not, evaluate them. If asked which is the best way to train for special library work, there are as many answers as there are members in our Association.

Somehow, and soon, I hope that we can interest the best minds in S. L. A. in some of these basic problems. Then we should get Association backing for the results of their studies, by giving the information wide distribution and profiting by the experience of all who can contribute. In my opinion one of our most serious difficulties this year is that so many projects reflect the experience and opinion of too few people. Several major committees represent the work of only one or two librarians. It is wasteful and inefficient not to profit by the experience in our membership. Very often a new group starts to work without any of the previous history of that group and without any of the former members on the committee. It is fine to have new blood and new ideas, but these need the guiding hand of the more experienced people. They should not be allowed to turn out half-baked jobs, because the whole association is judged by everything any of us do. I feel that we must supervise and control more closely everything issued over the name of the Association.

Second in importance after standards is *recruiting and training.* I believe that all of us agree that there is not a sufficient number of properly trained librarians entering our field. The Trade Association Committee work has been handicapped by this and the Employment Committee faces a serious situation. The profession cannot progress without a vigorous training and recruiting program on the part of S. L. A. In addition to coöperation with library schools, the program which was inaugurated several years ago with the vocational departments of women's colleges should grow.* As a result of the conferences which Miss Bradley and Miss Savord conducted at several of the women's colleges three or four years ago, we are still getting many inquiries and recruits from college girls whose interest was aroused in our profession.

Another phase of the training problem is the question of apprenticeship. Having had several apprentices in my own library during the last few years I feel this a very effective, simple way of training people

* *See Report of Committee on Training and Recruiting,* SPECIAL LIBRARIES, *July-August 1937, p. 221-222.*

quickly. I wish that more head librarians were willing to accept apprentices.

The third great need in our profession in my opinion is *publicity*, or better perhaps, an educational program. S. L. A. has long compromised on this question by having a news committee which has, however, functioned chiefly at the time of the convention. We need a broad program reaching into all fields of business and research. We must tell the story of special library service and do it in a continuous way.

These three things alone are major undertakings which require lots of time and the best brains we have in S. L. A. Frankly, I am afraid that we are not now organized to do any one of them. The time has come when the Association must decide whether to continue our routine operations or to move into a new phase of the Association's existence. You have all read in SPECIAL LIBRARIES of the possibility of securing outside financial support. This has been discussed in board and council meetings and the feeling was almost unanimous that S. L. A. should embark on an extended program. There is a minority opinion, however, that funds as grants from outside sources would destroy the interest and energy of the present volunteer workers. If that were true it would be serious, and full consideration should be given to the entire subject.

My feeling is that we cannot do our duty by the profession until we have an enlarged staff of trained people at Headquarters. This is no possible reflection on the present Secretary who is doing a fine job for S. L. A. I do not pretend to know who would be the ideal person, but I do know that it will be a difficult assignment for anyone. If we fail to accept the challenge, however, I believe that other library organizations and research groups will step in and do the work for us, and we shall be the losers. I hope that this question can be decided on its merits without the usual personalities being injected. In every association there are currents and cross-currents, but I am not very proud of our past feuds and fusses. We are all guilty, I am sure.

I have sometimes wondered if a better plan of management for S. L. A. would be to have a small planning or operating committee. I have been a member of the Finance Committee this year and it was hoped that we could develop a long range plan for the Association. We have failed in this and chiefly, I believe, because we could not get together for full discussions. I wish that we could appoint three or four people in *one* chapter whose experience and judgment we all respect, who could meet regularly and who would promise in advance to give all of the time needed for S. L. A. Then ask them to make constructive suggestions to the Board and to supervise all of the projects of the association. This planning committee could be in different chapters during different years and it might develop a fine spirit of rivalry to see which could contribute the most to S. L. A.

So far, I have been talking only of the Association and not of us as individual librarians. We might well ask ourselves many of the above questions, however. Are we doing things in the best way, are we planning wisely for our own libraries? As I think of the future for special librarians, I think our development should be towards real research. Business men everywhere, and surely our clientele in other fields, now expect from their librarians the answers to questions, not simply the books or pamphlets from which they themselves might find the answers. I hope that in the future special librarians will be known as authorities on various subjects not simply technicians in library work.

There are many, many new ideas abroad in the land, change is everywhere and my great hope is that S. L. A., and each one of us, can keep abreast of the times and can fulfill our destiny.

Your Share in S.L.A.'s Nominations!

FELLOW MEMBERS: — By the time this is set into type and reaches you, the summer season will be practically over, and most of you will have returned from your vacations. I hope that you have enjoyed the rest, and have derived real benefit therefrom. However, all things come to an end — even vacations — and we must pick up our tools where we dropped them. All activities — both vocational and professional — must be resumed with the advent of the fall season, and I hope that I can, on this account, influence you to take a still greater interest in S. L. A. affairs.

In my initial message to you, I referred to the desire of the officers to have the coöperation and advice of the membership. After all, we officers are but members like yourselves, with no superhuman powers or judgments. It is true that we are elected to function for you between conventions, but this doesn't necessarily mean that the members should remain dormant in the interim. The "Letters to the Editor" section in SPECIAL LIBRARIES indicates that there is a growing interest on the part of the membership in national S. L. A. affairs, and I hope this will continue.

I should like to call your attention to an important committee of the Association — one to which the average member gives little thought other than to accept its findings at convention time. I refer to the Nominating Committee. This committee, appointed by the President and ratified by the Executive Board, has the responsibility of searching through the membership list and choosing therefrom the nominees for president, two vice-presidents, a treasurer, and a director to serve three years. Having done so, and having received acceptances from these prospective nominees, it submits its slate to the membership in SPECIAL LIBRARIES, and at the annual convention. The actual election of officers takes place at the very end of the annual business meeting — frequently after a long series of other administrative discussions, presentations of reports, etc. — and this meeting is often the closing meeting of the convention. As I recall previous conventions — and I have attended eleven — this meeting is often sparsely attended, as many members leave for home or go visiting and sightseeing. (You've heard the remark, "It's only a business meeting, anyway!") The actual election of officers is usually the result of someone offering a motion that the Secretary cast a unanimous ballot electing the slate in its entirety, and presto! a new set of officers is in charge of S. L. A.

Now, you ask, what is the point of all this? Well, the procedure above outlined may indicate that the membership is satisfied with whomever is chosen to run the Association, and that opposing candidates are not necessary. But there's another angle — the Nominating Committee thus practically chooses the following year's officers! This is a tremendous responsibility to place on a handful of members — to select five capable, deserving, and willing individuals from a membership of 1800. Being but human, and taking only limited time from their regular jobs to devote to this selection, their attention will be drawn mainly to those few who are more or less well known to them. They might easily — and innocently — overlook good officer material in their deliberations.

I believe this committee deserves our help. Many organizations I belong to — both professional and social — distribute blanks to their members soliciting suggestions for nominees, which suggestions

are the basis for the Nominating Committee's consideration. S. L. A. ought to have a similar procedure, but the printing and postage expense, together with the clerical work involved, makes this prohibitive for us at present. And yet, our Nominating Committee ought to have the benefit of any suggestions we could offer. The Chairman of the present Nominating Committee, Mrs. Louise P. Dorn, assures me that she will sincerely welcome any ideas from the members throughout the country, and that they will form a basis for consideration on the part of her committee. Of course, the final choice for the slate involves various factors, such as geography, and the degree of representation on recent Boards, and it is immediately obvious that all names suggested cannot be on the final slate.

Though every member cannot attend each convention and thereby exercise his or her franchise in electing new S. L. A. officers, yet each member *can* aid in the selection of future officers by forwarding suggestions for the consideration of the Nominating Committee.

Now, have YOU someone to suggest to the committee — someone who you know would take an interest in administering the Association's affairs — some go-getter in your chapter or group? If so, please write a letter submitting such names, and also, if you desire, the reasons why you think these persons should be considered. This letter should be addressed to: Mrs. Louise P. Dorn, Chairman, Nominating Committee, S. L. A., c/o Detroit Edison Company, 2000 Second Avenue, Detroit, Michigan.

Let's all think over our acquaintances in S. L. A., and see if we can't help our Nominating Committee in this very difficult job which is theirs. Thank you!

WILLIAM F. JACOB, *President.*

Letters to the Editor

We Stand Corrected!

YOU have been more than generous in your article "S. L. A. Looks at Itself" in the May–June number of SPECIAL LIBRARIES. I think, however, that you have credited me with one achievement which was distinctly Cady's. I am referring to the creation of Institutional $15.00 memberships. My recollection is, that while I actively urged the building up of an Active Membership and may have hoped for an Institutional Membership paying $15.00 a year, it was brother Cady who carried the idea through. In fact, I am quite sure that the whole idea was his; at least that very little credit is due *me* for that exceedingly valuable achievement.

I was particularly pleased that you mentioned Brigham in connection with my second term as President of "S. L. A." Without Brigham's help, we certainly couldn't have done what we did.

Also, I am glad that you paid tribute to the splendid work done in the early days by brother Johnston of the Bureau of Railway Economics in Washington. Johnston's service was peculiarly useful, partly because of his intense interest in the Association and its objectives, and partly because he, perhaps, of all our members at that time was in a position to contact special libraries in all parts of the country. As a member of the Bureau of Railway Economics he traveled on the Bureau's business into every part of the country. I suppose that at that time he knew personally more men and women who were working in highly specialized libraries than any other of our members. Knowing them personally, he was able to interest them in the Association and interest the Association in them.

Another man whose quiet work was invaluable was Lewis Armistead of the Boston Elevated, now dead. Lewis went after active members among firms who knew little about our Association, and secured literally dozens of them.

D. N. HANDY, *Librarian,*
Insurance Library Association of Boston.

"Him That Gives and Him That Takes"

WHEN Shakespeare referred to mercy as a quality which blesses him who gives and him who takes, there can hardly have been any glimmering in his mind of a twentieth-century Duplicate Exchange Committee between libraries. But the 1937–1938 Committee has, nevertheless, extracted this passage from its original

context and wilfully adopted it as an appropriate slogan. If you would be blessed, — give, then, and take. As the newly appointed Chairman of the Duplicate Exchange Committee, I beg you to give all your duplicate material, to read the lists offered by other libraries, and, at any rate, to ask.

The task of carrying on the excellent work which has been done by former Chairmen of this Committee is one in which I need your help. Surely there cannot be a library so small that it has nothing to offer; surely there cannot be a library so large that it lacks nothing. Without the active interest and coöperation of every library in the Association the work of this Committee is severely handicapped.

The Duplicate Exchange Committee for 1937–1938 again will have a Local Representative in every Chapter. This year, instead of relying on the good nature of SPECIAL LIBRARIES, which has been generous with its space, but which has room for only a few selected items, the Committee wishes to issue lists which will represent all material available at the time of printing. These lists will be sent to the Local Representatives of each Chapter in the second week of every month. If it is impossible for a Local Representative to send copies of these lists to every library within the Chapter, get in touch with her and find out what that list contains. Send your requests as promptly as possible, and please send them directly to me. Libraries which belong to a Chapter whose Local Representative is not easily accessible to them; libraries which prefer to receive a copy of the monthly list direct from the Committee; and libraries which feel that there is sufficient of value and of merit in the work done by the Committee to warrant support, can pay a service charge of one dollar a year. In return for this dollar, necessary in order to cover mimeographing and mailing expenses, the library donating it will receive individual copies of each monthly list and thereby eliminate the delay and trouble involved in getting the information through their Local Representative.

Chapters have hitherto circulated material locally before sending it to be included in the lists of the National Committee. This year all material will be sent directly in the monthly lists. This practice should help those libraries which, in the larger cities, cannot, for lack of space, hold their duplicate material long enough to allow this double wait for requests. It should also give the libraries in smaller cities, where there are fewer collections on identical subjects, a wider field from which to choose material appropriate to their needs.

Considering it from every angle, the free exchange of duplicate material cannot but benefit all who play an active part. Do you need an extra shelf? Have you got duplicate material? Do you want to grow in virtue and in grace? Send me a list of the material which you wish to discard. Have you any gaps in your collection? Are you poor and looking for additions without the money to buy them? Do you want to receive a copy of the monthly lists of material to be distributed? Send me your name and address. Address any communication to me at Insurance Institute of Montreal, 503 Coristine Building, Montreal, P. Q., Canada.

BEATRICE M. HOWELL, *Chairman*,
Duplicate Exchange Committee.

An Important Professional Conference

"SPECIAL" librarians in New York State will be hieing themselves toward Niagara Falls for the state's annual library conference, scheduled for October 4 to 9.

Not only will there be a battery of special-library authorities on the program for the Special Libraries Round Table, but the region around Niagara and Buffalo boasts many interesting special libraries. There is, for instance, the Buffalo Historical Society, which has a composite index of publications of the Society, the Millard Fillmore papers, Holland Land papers, and a collection of Hennepin and other works on the Niagara Frontier.

There is also the Buffalo Museum of Science, with two libraries; one, for research, has 40,000 pamphlets as well as 16,000 volumes; has special collections of slides, and 10,000 photographs and plates; specializes in material on oceanography, botany, geology, anthropology, and zoölogy. The other, a library and reading room, features natural science, travel, and horticulture, with special collections of travel posters, books on art in nature, maps, and a folio edition of Audubon's "Birds of America."

"Power" is the particular subject of the library of the Buffalo, Niagara and Eastern Power Corporation, while the Larkin Company, Inc., features "Soap."

Remington Rand, Inc., also in Buffalo, has a small library serving its own organization and a limited public. It features accounting, office management, office equipment, machines, export, tariffs, and exchange regulations. Its special collections preserve the history of the company, pre-merger history, catalogues, sales manuals, study courses, and house organs of this company and its affiliates.

Niagara Falls has a library devoted to carborundum, at the Carborundum Company's research laboratory. E. I. du Pont de Nemours and Company's chemicals department has a

library supplying material on chemistry and engineering. Its special collections include extensive files of chemical journals, abstracts, and many American and foreign chemical journals, some going back as far as 1856.

The Round Table program of the Special Libraries of New York State is headed by Miss Rebecca B. Rankin, who will preside at the session's meeting, on Saturday morning of the conference week. The topic to be considered is: "How far have special library methods been applied in public libraries?" A special librarian as trustee of a public library speaks: Dr. Marvin S. Carr of E. I. du Pont de Nemours and Company, and trustee of the Niagara Falls Public Library. A financial librarian speaks: Eleanor S. Cavanaugh, librarian of the Standard Statistics Company, New York City. A museum librarian speaks: Ruth A. Sparrow, librarian of the research library of the Buffalo Museum of Science. A college librarian speaks: Eleanor Church, librarian of the New York State college of Forestry at Syracuse University. A branch librarian speaks: Eunice C. Wilson, librarian of the 58th Street branch of New York Public Library.

The New York Library Association has chosen as the theme of its conference, "The Library as a social and educational force in community life." The organization is headed by Mrs. Byrl Jörgenson Kellogg, librarian of the Cortland Free Library.

MARIE D. LOIZEAUX, *Publicity Chairman*,
New Rochelle.

Publication Notes!

HERE are some new publications that are important to business and technical librarians:

Technological Trends and National Policy, Including the Social Implications of New Inventions; "Report of the Sub-committee on Technology to the National Resources Committee." United States Printing Office, Washington, D. C.; July 1937; price $1.00. This is such an important thing that the *New York Times*, to mention just one paper, gave a whole column to it in the Sunday issue. Part III is particularly important as it goes into the technology in the various fields, including agriculture, mining, transportation, communication, power, chemicals, electrical goods, metallurgies and construction industries. The power part has particularly stirred up interest at the moment.

"National Debt and Government Credit," just released by the Twentieth Century Fund in New York City and the price is $1.75. This book urges a reduction of the national debt during the next two years; also urges more taxes to be levied under certain conditions and makes other far reaching conclusions and suggestions. "How Profitable is Big Business?" is also published by the Twentieth Century Fund. Another useful book is "Studies in Theory of International Trade" by Jacob Viner.

The government has brought out two pamphlets of particular interest — "Digest of Progress of Principal Labor Bills in State Legislatures Meeting in 1937," 104 pages; published by United States Department of Labor, Division of Labor Standards, Washington, 1937, and "Sources of Current Trade Statistics — Market Research Series No. 13," published by the United States Bureau of Foreign and Domestic Commerce, June 1937.

ELEANOR CAVANAUGH, *Librarian*,
Standard Statistics Company

From the Editor's Point of View

WITH so many excellent papers available from the recent convention, the problem of the best order in which to print them has been acute. One of the most important is printed in this issue; the consideration of S. L. A. and the future by Mary Louise Alexander. This will be followed later by the other discussions of groups, chapters, and committees. Miss Alexander's paper is an outstanding contribution to the series on S. L. A. problems beginning in April with "Can S. L. A. Operate a Self-Supporting Program of Publication?" followed in May-June by "S. L. A. Looks at Itself," and in July-August by the Past President's thoughtful address. All of these papers raise questions that can be solved only by careful consideration.

The Association's future is the responsibility, not of two or three, but of all the members. That it will continue to function, not only as an informed, but a constructively thinking membership, will undoubtedly be as true in the future as it has been in the past.

During the convention some of the members urged the resumption of "Events and Publications," "We Do This," and other former features of SPECIAL LIBRARIES. While the limited revenue derived from the members (8 per cent of the magazine's total income in 1936 for example) restrains the expansion of the magazine, possibilities for coöperative activity along these lines warrant an experiment. With the October issue the Editor throws open to the membership a department, "Events and Publications," to which all interested are invited to contribute notes on pamphlets, special studies, statistical records, or other items of interest. No regulations as to form will be enforced but contributors are advised to scan earlier columns for models. (See SPECIAL LIBRARIES, 1925–1934.) The notes should be short, from 25 to 75 words. All contributions will be identified by initials of the contributor. Items must be in the hands of the Editor by the 18th of each month. In view of the lively discussion at the business session, contributions should be many and of particular interest to the business librarians.

* * *

News Notes

Vacations. . . . S. L. A.'s fishing experts, the Ford Pettits, have just returned from a thorough investigation of the bathing in Lake Huron, brown as Indians and well satisfied with the fishing resources of the State Parks. . . . Caroline Lutz had a trip to Bermuda following the convention. . . . Louise Dorn went to her class reunion at Cornell. . . . Delphine Humphrey took in the West Indies. . . . President Jacob goes in for golf, while Howard Stebbin's passion for railroad trains, both regular and special, has been thoroughly satisfied during the summer.

Europe has had its usual quota of visits, with Peter Morgan taking a five months' tour; Jessica Fredericks covering Russia, Sweden, Greece, Italy and other places; and Granville Meixell, visiting the technical libraries in Germany and Belgium. Isabel Towner went in the opposite direction and spent her vacation in Alaska.

The woods and lakes drew hardy campers from the ranks of the financial librarians, with Marguerite Burnett, Ruth von Roeschlaub and Mary McLean trying the fishing and canoeing in the Adirondacks. . . . Ruth Savord motored to Sandusky; Rebecca Rankin visited Nova Scotia; Hazel Ohman went to Nantucket; Jolan Fertig took a trip which included the Yosemite and far west; while Adra Fay visited Mexico. . . . As a change, Mary Louise Alexander has built a cottage in an apple orchard and finds domestic vacations a joy.

Some of the Western S. L. A.'ers who planned to include Princeton in their convention extra-curricular activities got lost around the wharves of New York and missed their train. However, Ione Ely Dority, Myrtle Eklund, and Mrs. Glidden made connections, and, not only visited some of the University's special libraries but also took in the Reunion Parade. The visitors were particularly interested in the use of Newark's famous color-band system in the Public Administration Collection. Miss Clement has done a good job in adapting the system to the Municipal Reference classification.

Some Things in Print. . . . *Forbes* for August 15th had on pages 20–21 a 500-word note on "Business Libraries on the Rise," in which they used effectively some of the material presented at the joint session June 16th, stressing the General Electric Company's library. . . . *Two Bells*, the house organ for the Los Angeles Railway, had a fine illustrated article on the newly established library by Emma Quigley, the librarian.

. . . *Domestic Commerce* ran in the July 30th issue a page of quotations from speeches made at the S. L. A. convention. And on the sports page of the *New York Times* for August 19th was mentioned the British Library of Information. . . . The *Library Association Record* for June 1937 printed a paper, "Special, Related to General, Bibliographic Classification," by Henry Evelyn Bliss, head of the Departmental Libraries of the College of the City of New York.

S. L. A. Makes Money. . . . The July-August issue of SPECIAL LIBRARIES had an unusually wide circulation among business men, due to the interest created by the activities of the Business Information Study Committee. Orders for this issue came from the presidents of such companies as S. S. Kresge Co., Globe-Wernicke Co., General Mills, Inc., Carter's Ink Co., Chicago Flexible Shaft Co., Gabriel Co., and the Hooven Sales, Inc., and the extra printing of 200 copies was promptly taken up by interested corporations. . . .

Publications of Special Interest

Bennett, H. *More for your money.* Chemical Pub. Co., N. Y. 1937. 251 p. $2.75.

A practical analysis of the general points to be considered in purchasing, with detailed treatment of various commodities ranging from cosmetics to cars. A long description of furs and their relative values given. Conservative but searching in style. List of books on allied topics included.

Benns, F. L. *Europe since 1914.* Crofts, N. Y. 1936. 851 p. $5.00.

A comprehensive one volume guide to the various events since the World War. Appears to be a clear and impartial study and gives much information of value in an effort to understand the complicated European situation. Excellent annotated bibliography included.

Bernheim, A. L. *Big business, its growth and its place.* Twentieth Century Fund, Inc., N. Y. 1937. 102 p. $1.35.

A graphic, factual picture of the proportion of giant corporations in different types of industry. Includes many tables and charts. The preponderance of giant corporation development in certain fields as the cigarette and automobile industry, and the minor part played in others, such as the clothing industry, is indicated. Fair, and clear in presentation. An interesting introduction to a larger study not yet published

Birnie, Arthur. *Economic history of the British Isles.* Crofts, N. Y. 1936. 391 p. $4.00.

A concise, clear record giving cause and effect of various economic developments. Many suggestions for collateral reading. Helpful in quickly getting background for present conditions.

Bonte, G. W. *America marches past.* Appleton, N. Y. 1936. 196 p. $3.50.

The history of the United States high-spotted by a careful selection of many pictures followed by a condensed footnote giving specific information. A quick reminder of important events. Unfortunately no list of the picture sources is included. Reference is made to the picture collection of Brown Bros., New York.

Brawley, Benjamin. *Paul Lawrence Dunbar.* Univ. of North Carolina Press, Chapel Hill. 1936. 159 p. $1.00.

A sympathetic study of the poet's relation to the advancement of his race done with critical insight. His life in Dayton and Washington and employment in the Congressional Library are noted. Bibliography given.

Brewster, William. *October farm.* Harvard Univ. Press, Cambridge, Mass. 1936. 285 p. $2.50.

An accurate description of the habits of birds, and animals observed in woodland, and pastures in the neighborhood of Concord. One of the greatest American ornithologists records in simple but perfect prose his observations of the incidents in the changing seasons.

Brown, E. L. *Nursing as a profession.* Russell Sage Foundation, N. Y. 1936. 120 p. 75¢.

Third in the series of professional studies, this covers educational demands, professional opportunities, organizations and statistics on salaries. It indicates the problems met in raising an occupation to a professional status and is illuminating in surveying the opportunities and limitations of the field.

Butler, L. L. *Birds around the year.* Appleton-Century, N. Y. 1937. 242 p. $2.00.

A delightful book in which a variety of bird lore is presented in enjoyable style. Nesting, and feeding habits, migratory notes, and seasonal changes all are the subject of comment by a seasoned observer who is also well versed in the literature of the subject. Indexed.

Carter, A. B. *Shakespeare gardens.* Dorrance, Philadelphia. 1937. 85 p. $1.25.

A delightful little book with its descriptions of the garden conventions of Shakespeare's time and the flowers found in the patterned beds. Includes an index of flower

references in the plays and lists of flowers at that time. End papers reproduce a painting of Shakespeare and his daughter at work in their garden.

Collins, A. F. *Collecting stamps for fun and profit.* Appleton, N. Y. 1936. 200 p. $2.00.

One of the author's many specific, practical and simple handbooks to different fields The preliminary steps in a generally popular pastime get careful attention while many illustrations help to clarify the different techniques.

Courtenay, Charles. *On growing old gracefully.* Macmillan, N. Y. 1936. 235 p. $2.00.

A quite delightful little book of self-help for those who are in the late seventies. Full of courage, and commonsense, it reflects the spirit of one who has gained a balanced perspective on some inevitable problems.

Cutten, G. B. and M. W. *Silversmiths of Utica.* Hamilton, N. Y. 1936. 67 p. $5.00.

A check list of these craftsmen with their dates, such biographical information as could be gathered and their marks. Includes many illustrations of their work and a general introduction on silversmithing in the post-pioneer days. Limited edition.

Davis, Maxine. *They shall not want.* Macmillan, N. Y. 1937. 418 p. $2.50.

A general study of the relief problem as treated here, and in England and Sweden. Some general discussion, and more specific treatment of Chicago as an illustration. Appendix gives correspondence file for one case study. Journalistic style rather detracts from the effectiveness.

Debenham, Frank, *Map making.* Mill, N. Y. n.d. $2.00.

A professor of geography at Cambridge University gives what he considers a simple guide for the amateur in map making. The technical details appear clear, the descriptions and illustrations of instruments and processes are many. Good illustrations of conventional symbols in map work given in appendix. In spite of its technical nature, the book contains some delightful writing, and interesting engravings.

Ellis, L. M. *As one gardener to another.* Crowell, N. Y. 1937. 279 p. $2.50.

A delightful book about gardening with its talk of gardens west and east, city and country, borders, woodland, as well as gardens producing flowers for the market. Much practical information is included in the pleasant comment. Planting calendars for east and west are included. Not indexed.

Elliott, Huger. *Fashions in art.* Appleton-Century, N. Y. 1937. 338 p. $3.50.

Informal brief essays on various phases of the arts, based on a series of radio addresses. Includes chapters on Stiegel glass, Revere silver, Egyptian wall painting, Russian icons, and artists and arts of many periods and phases. Index includes selected list of references.

Furst, Herbert. *Art debunked.* Dutton, N. Y. 1936. 136 p. $1.50.

Short, clever essays in which a modern point of view is applied to old sentiments on art. Apt illustrations of the author's points are included. Stimulating and free from ponderousness

Gauguin, Pola. *My father, Paul Gauguin.* Knopf, N. Y. 1937. 300 p. $3.75.

A delightful biography of an unusual character. The transition from business man to artist and the complicated personal relations are presented with honesty, and understanding. Many fine illustrations. Much data on contemporary artists.

Graymar, Thurro. *School at the crossroads.* Funk & Wagnalls, N. Y. 1937. 241 p. $2.00.

A commonsense point of view applied to the problems of teacher, and student in the present-day educational mêlée. A pressure of crowded schools, curriculum, and half-baked educational experiments is graphically pictured. An introduction by William McAndrews adds weight to the criticism. Not indexed.

Guptill, A. L. *Sketching as a hobby.* Harper, N. Y. 1936. 150 p. $2.50.

Detailed descriptions of various ways of sketching, the materials used and tricks of technique. The author is so versed in his technique that the complete amateur may be out of his depth.

Harvard University Graduate School of Business Administration, Baker Library. *Classification of Business Literature.* Wilson, N. Y. 1937. 330 p. $5.00.

The Harvard University School of Business Administration and the Baker Library have collaborated to produce a Classification of Business Literature. The scheme is in use in the Harvard Business School Library, and has the vitality of a classification developed through an actual collection. It is based on the elements which determine the internal and external relationships of business, and this needs to be thoroughly understood if the classification is to be used in its entirety. However, the scheme calls for three main elements: the subject analysis, for which a letter notation is used; the industries list, which is a decimal scheme; and the local or geographical list, also on a decimal basis There are also a material-form list and a subject-form list. Thus the plan offers possible combinations and adaptations of its various elements. It may also be for some a helpful guide to business subjects. The fact that the Harvard Classification is intended to be applied to data files, clippings, pamphlets, typewritten matter, maps, and other ephemeral materials, will be of particular interest to special libraries. *B. H.*

Holt, A. H. *You don't say!* Crowell, N. Y. 1937. 165 p. $1.50.

An entertaining and lucid record of right forms of pronouncing some of the frequently debated words in English The explanations and illustrations are well done and easily remembered

Hopwood, J. O. *Salaries, wages and labor relations.* Ronald, N. Y. 1937. 124 p. $2.50.

A clear, interesting outline of a procedure for job analysis, and classification giving many illustrations of forms to be used in setting up an effective system. Samples of job specifications included. A sincere effort to approach a difficult problem fairly, and systematically.

Jensen, J. P. *Government finance.* Crowell, N. Y. 1937. 595 p. $3.50.

This volume of the excellent Social Science series is a clear, well-arranged study showing the different classifications under which government finance may be analyzed, the reasons for taxes, their results and interrelations Selected reading references follow each chapter.

Jordanoff, Assan. *Your wings.* Funk & Wagnalls, N. Y. 1937. 281 p. $2.50.

A technical description of how to fly, with detailed drawings of the various steps The author is an experienced aviator who can present his data clearly. Some material on the business administration side is given including organization charts and some forms.

Kepner, J. C. D. *Social aspects of the banana industry.* Columbia Univ. Press, N. Y. 1936. 230 p. $3.00.

A factual, comprehensive and vivid account of the ramifications social, diplomatic, and economic, of a great industry. Data on costs, on wages and on production and marketing methods as well as details of the social security program are given. Comprehensive bibliography included.

Kohns, Hans. *Western civilization in the Near East.* Columbia Univ. Press, N. Y. 1936. 331 p. $3.50.

The effect on the development of Turkey, Persia, Syria and Arabia of European influences is effectively presented from economic and social angles. An unusually carefully selected bibliography of recent material with a fine note on general phases is included

Lief, Alfred. *Brandeis, the personal history of an American ideal.* Stackpole Bros., N. Y. 1936. 508 p. $3.00.

An admiring and comprehensive record of the many legal battles waged both for and against corporation activities, forming a history of the development of social consciousness in industrial relations. Comprehensive bibliography included.

Linton, M. A. *Life insurance speaks for itself.* Harper, N. Y. 1937. 113 p. $1.50.

While the book is a thoughtful and sound consideration and reply to some critical comments, it is so technical as to be rather uninteresting to the general reader Since there are many excellent illustrations of insurance problems, it is unfortunate that a phraseology more easily grasped by the layman was not employed.

McKelvey, Blake. *American prisons.* Univ. of Chicago Press. 1936. 242 p. $3.00.

This study of their development prior to 1915 is conscientious in treatment, fully documented and adequate. Provides a reliable background for important current developments in penology.

MacKenzie, Findlay, ed. *Planned society.* Prentice-Hall, N. Y. 1937. 989 p. $5.00.

This symposium on social and economic change covers control in early times, in its relation to nationalism, planning for particular areas and for all economic activity. Articles are by Harold D. Lasswell, E. C. Lindeman, Arthur E. Morgan and many others. Introduction is by Lewis Mumford. An impressive, perhaps overpowering, contribution to a paramount feature of current progress. Biographical notes and long bibliography.

McMillan, J. L. *Prestige-building for life underwriters.* Prentice-Hall, N. Y. 1937. 169 p. $2.00.

One of the best recent books primarily for the life underwriter but useful in giving laymen an understanding of the values of adequate underwriting service. Written in a straightforward, sane, and stimulating style.

Pearson, T. G. *Adventures in bird protection.* Appleton-Century, N. Y. 1937. 459 p. $3.50.

A fascinating record of bird life and the economic and social problems involved in the development of conservation laws. Colorful picture of adventures in Florida swamps and along the Carolina sandbars. Interesting account of the development of a bird lore library.

Penn, J. *For readers only.* Dutton, N. Y. 1937. 291 p. $2.50.

An appreciation and interpretation of what the British Museum Reading Room has meant in world literature and thought, written with understanding, and quiet humor. A delightful book for those who see the relation between libraries, and a full life.

Quiett, G. C. *Pay dirt.* Appleton-Century, N. Y. 1936. 506 p. $4.50.

A vivid, colorful yet specific picture of gold rushes on this continent from the forty-niners to the recent strikes in Arizona and Canada. All kinds of information for each episode on leading characters, and living conditions. Particularly interesting, and specific chapter on present-day placer mining in California. Enlightening descriptive bibliography included. Indexed.

Randall, W. M. and Goodrich, F. L. D. *Principles of college library administration.* A. L. A. and Univ. of Chicago Press. 1936. 245 p. $2.50.

A clear, interesting analysis of the problems and needs of college libraries with ways of meeting them. Includes some material on costs and other statistical data. Bibliographic references follow each chapter.

Pages 271-276 deleted, advertising.